

AIRMAN COMPREHENSIVE ASSESSMENT WORKSHEET (2Lt thru Col)

PRIVACY ACT STATEMENT

AUTHORITY: Title 10, United States Code, Section 8013.

PURPOSE: Form is used to document Airman duty performance and self-assessment.

ROUTINE USES: May specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). DoD Blanket Routine Uses apply.

DISCLOSURE: Voluntary; A copy of the ACA can be requested by Commanders and Additional Raters.

I. PERSONAL INFORMATION

NAME	GRADE	UNIT
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II. TYPE OF ASSESSMENT: ☐ INITIAL ☐ MID-TERM ☐ RATEE REQUESTED ☐ RATER DIRECTED

III. SELF ASSESSMENT (To be completed by Ratee and forwarded to Rater) Rating Scale: *E = Effective; I = Could improve*

RESPONSIBILITY RATEE

1. Does the right thing even when it is unpopular or difficult.	
2. Is responsible in the use and care of equipment and assets.	
3. Admits shortcomings or mistakes.	
4. Refuses to participate in inappropriate behavior(s) despite social pressure(s).	
5. Accomplishes tasks in a timely manner.	
6. Provides for the support and welfare of family and ensures they are prepared for separations and/or reunions. (If applicable)	

ACCOUNTABILITY

7. Demonstrates AF Core Values and standards and holds others accountable.	
8. Demonstrates situational awareness and sound judgment.	
9. Is able to live within means (no financial concerns, budgets, saves, spends responsibly, etc.).	

AIR FORCE CULTURE

10. Leads by example.	
11. Respects self and others.	
12. Looks after fellow Airmen and their families (to include while fellow Airmen are deployed).	
13. Shows enthusiasm in being an Airman and inspires others to reach their full potential.	
14. Upholds the proud heritage of the Air Force and displays the professional characteristics of an Airman at all times (24/7).	

SELF

15. Sets aside time to assess self as well as personal and professional goals.	
16. Sets aside quality time to be with family and friends.	
17. Are you able to achieve your goals? Review Section VII for discussion during feedback session.	

IV. AIRMAN'S CRITICAL ROLE IN SUPPORT OF THE MISSION (To be completed by Rater)

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V. INDIVIDUAL READINESS INDEX (Completed by Rater after talking to unit deployment manager)

R = RED (UNSAT/NOT CURRENTLY DEPLOYABLE); G = GREEN (SAT/CURRENTLY DEPLOYABLE) ☐

Are all deployment requirements current in accordance with AF1 10-403?

Your AEF Band/Block is ☐

VI. PERFORMANCE FEEDBACK (To be completed by Rater)

1. Job Knowledge. Has knowledge required to perform duties effectively. Strives to improve knowledge. Applies knowledge to handle non-routine situations.

☐ N/A Initial Feedback
 ☐ Does Not Meet
 ☐ Meets
 ☐ Above Average
 ☐ Clearly Exceeds

2. Leadership Skills. Sets and enforces standards. Works well with others. Fosters teamwork. Displays initiative. Self-confident. Motivates subordinates. Has respect and confidence of subordinates. Fair and consistent in evaluation of subordinates.

☐ N/A Initial Feedback
 ☐ Does Not Meet
 ☐ Meets
 ☐ Above Average
 ☐ Clearly Exceeds

3. Professional Qualities. Exhibits loyalty, discipline, dedication, integrity, and officership. Adheres to Air Force standards. Accepts personal responsibility.		
<input type="checkbox"/> N/A Initial Feedback	<input type="checkbox"/> Does Not Meet	<input type="checkbox"/> Meets <input type="checkbox"/> Above Average <input type="checkbox"/> Clearly Exceeds
4. Organizational Skills. Plans, coordinates, schedules, and uses resources effectively. Meets suspenses. Schedules work for self and others equitably and effectively. Anticipates and solves problems. Develops innovative solutions.		
<input type="checkbox"/> N/A Initial Feedback	<input type="checkbox"/> Does Not Meet	<input type="checkbox"/> Meets <input type="checkbox"/> Above Average <input type="checkbox"/> Clearly Exceeds
5. Judgment and Decisions. Makes timely and accurate decisions. Emphasizes logic and decision making. Retains composure in stressful situations. Adheres to safety and occupational health requirements. Recognizes and acts to take advantage of opportunities.		
<input type="checkbox"/> N/A Initial Feedback	<input type="checkbox"/> Does Not Meet	<input type="checkbox"/> Meets <input type="checkbox"/> Above Average <input type="checkbox"/> Clearly Exceeds
6. Communication Skills. Listens, speaks, and writes effectively. Clearly and succinctly conveys ideas.		
<input type="checkbox"/> N/A Initial Feedback	<input type="checkbox"/> Does Not Meet	<input type="checkbox"/> Meets <input type="checkbox"/> Above Average <input type="checkbox"/> Clearly Exceeds
7. Physical Fitness. Maintains Air Force physical fitness standards. Discuss current AF Fitness Program and how lifestyle ensures fitness standard goals.		
<input type="checkbox"/> Does Not Meet	<input type="checkbox"/> Meets	<input type="checkbox"/> Exempt Next FA Due <input style="width: 100px;" type="text"/>
VII. KNOWING YOUR AIRMAN (To be discussed by Ratee and Rater during the feedback session)		
1. How do you think you are <i>performing</i> in the unit? How can your unit help you <i>perform better</i> ?		
2. What are some of your <i>goals</i> for self-improvement? (Goals should be SMART -- <u>S</u> pecific, <u>M</u> easurable, <u>A</u> ttainable, <u>R</u> ealistic, and <u>T</u> ime-bound).		
2a. Do you have <i>personal</i> (family, financial, fitness, etc.) goals? Would you like to discuss?		
2b. What are your <i>professional</i> (assignments, academic and professional education, etc.) goals (i.e. SOS, ACSC, AWC, Masters Degree)?		
3. What are the <i>stressors</i> in your life? What are your goals for <i>reducing</i> them? How can we help?		
4. Do you have Wingmen? Do you have at least one mentor?		
5. How would you rate yourself as a Wingman and a mentor? Can you provide some specific examples?		
6. Would you like to offer any suggestions/feedback? (e.g., unit improvements, safety, productivity enhancements, existing programs, living conditions)		
7. Expectations for unit and ratee (Areas for Improvement, strengths and weaknesses; recommendations to improve.)		
RATEE SIGNATURE	RATER SIGNATURE	DATE